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| AUTHOR | Goad, Tom W. |
| TITLE | The First-Time Trainer. A Step-by-Step Quick Guide for Managers, Supervisors, and New Training Professionals. |
| REPORT NO | ISBN-0-8144-7942-1 |
| PUB DATE | 97 |
| NOTE | 166p. |
| AVAILABLE FROM | AMACOM, 1601 Broadway, New York, NY 10019 (quantity discounts). |
| PUB TYPE | Books (010) -- Guides - Non-Classroom (055) |
| EDRS PRICE | Document Not Available from EDRS. |
| DESCRIPTORS | Adult Education; Adult Learning; Check Lists; Corporate Education; *Industrial Training; Instructional Materials; *Labor Force Development; Learning Processes; Material Development; *On the Job Training; Skill Development; Teacher Student Relationship; Training Methods; *Training Objectives |
| IDENTIFIERS | *Trainer Role |

ABSTRACT

This book, which is intended for new training professionals and others asked to provide training, lists the critical elements of training and details an eight-step process for providing training in the workplace. The book begins with a brief introduction explaining the purposes of training and why it has become so important. The next eight sections explain the following steps to effective training: facilitate learning; focus on performance (establish the objective of the training and keep on track); focus on learning (make sure the training provides the maximum possibility for participant learning, with emphasis on how adults and organizations learn); be prepared (develop the materials needed for effective training); deliver effectively (learn the communication skills needed to present training sessions successfully); get learners involved (learn to develop the best in all participants and different ways to deliver the training; get feedback (develop ways to determine training success); and improve continuously (keep an up-to-date trainer's portfolio and strengthen existing training skills). Concluding the book is a chapter on training resources that contains lists of 10 recommended books and 10 sources of training videos, products, and services. Forty-four exhibits are included. (MN)

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